

CLASSIFICATION/COMPENSATION

MAY 2007 MONTHLY REPORT

CLASSIFICATION/COMPENSATION

DCD

- Approved request for a 10% in-range salary adjustment, based on job change, for an Administrative Assistant II.
- Reviewing salary equity spreadsheet for the Specialists.

DFS

- Met with Jeff Horton to discuss his Chief Positions (78's).
- Met with Chief Mental Health Licensure and Certification to discuss her position
- Met with Chief Acute Care to discuss her position.
- Met with Adult Care Licensure and Certification to discuss her position.
- Met with Chief Investigation and Registry to discuss his position.
- Prepared Analyst notes for the four Chief positions. Recommending range-revision up to salary grade 80.
- Prepared specification for the five Licensure and Certification positions (includes Registry).
- Met with Drexdal Pratt to discuss the Education Director position.

DMA

- Approved Program Development Coordinator reclassification request in the Clinical Policy Section.
- Approved Chief Quality Assurance and Appeals reclassification request.
- Approved Medical Assistance Financial Director reclassification request. Policy-making exempt position pending OSP approval.
- Provided copies of Mental Health managerial job descriptions to use as a guide.

DMH

- Approved reclassification request for Business and Technology Applications Analyst. Career progression increase of 10% approved.

DPH

- Researched PH Disease Control Specialist new SMR and training and experience patterns in comparison to other states. Dick advised to consider revising training and experience requirements. OSP granted verbal approval to continue use of previous SMR.
- Approved personal service contract for Program Administrator in the Heart Disease & Stroke Prevention Section.
- Submitted class specification, analyst notes and job description for new Deputy Chief of Epidemiology to OSP for approval.
- Approved reclassification request for PH Program Manager I.
- Approved 15% career progression adjustment for Social/Clinical Research Assistant.
- Provided consultation on recruitment difficulties based on PH Nurse Consultant II minimum qualifications; steps to request exemption to comp leave for exempt employees; and status of public health educators study.
- Provided consultation to Glenn Ruess on analyst notes research and development process.
- Submitted request to Rickye Collie to add Foreign Language Interpreters to Direct Care Listing.

DSS

- 5/8 & 5/29 Training with Dessadra Murden (DSS)
- Approved the reallocation of Robert Hensley's SS Prog Mgr II, sg 75 position to a SS Prog Admin I, sg 77.

- Approved reallocation of a vacant SS Prog Coord Con II, sg 73 position to a SS Prog Manager II, sg 75. (PH)

DVR

- Met with Joann Feligno and Marilyn Long to discuss their Mentorship program.

OES

- Reviewed application for Purchasing Tech at Eastern School.
- Forwarded specs for Low Vision Therapists and Deaf Blind Intervenor for review.

OOS

- Approved Safety Officer II for Western Maintenance Safety Officer position.
- Approved reallocation of a Business and Tech Analyst position to an Admin Officer III, sg 72.
- Sent job description to OSP for a vacant Information Systems Auditor position this assigned to Office of the Internal Auditor and serves as Medicaid Audit Specialist.
- Approved reallocation of position at Western Maintenance to Facility Engineering Specialist.
- Approved the reallocation of Mary Black's position from Tech Support Analyst to Ops and Systems Analyst (Contributing).
- Approved the reallocation of a Tech Support Analyst to Ops and Systems Analyst (Contributing). Approved the reallocations of 2 Tech Support Analysts to Ops and Systems Technicians (Advanced).
- Approved the reallocation of a Tech Support Analyst to Ops and Systems Tech (Journey).
- Met with David Rankin to discuss the DIRM reorganization.

ADATC-Black Mt.

- Follow-up with Rita Gibney regarding organizational function/set-up of the staff development section.

Black Mountain

- Approved personal service contract for Dentist.
- Approved personal service contract for Occupational Therapist.
- Approved personal service contract for Physician.

Broughton

- Approved a request to provide weekend 1st shift differential to medical transcriptionists.
- Provided extensive consultation (law, definitions, roles) regarding rehab therapist to the manager of this section.
- Consulted with Mary regarding how to work a Plant Supervisor III against a Facility Eng Spec.

Caswell

- Edited interview questions for the up-coming Analyst interviews.

Central Regional Hospital:

- Judith assisted with gathering 115C employee listing for Patsy for staffing purposes at Central Regional Hospital.
- Approved 6 Medical Records Asst IVs, sg 59, schem 00492 and the Medical Records Asst V, sg 61, schem 00496.
- Approved a QA Officer, sg 74, schem code 04037.

Cherry

- Consulted with Glenda regarding the reorganization of the Staff Development Section and the idea of establishing an SDS I in the Clinical Services.
- Provided written information to Carol regarding the role of the Staff Development Coordinator.

- Provided general instructions to Anne regarding the pursuit of physician salary exceptions. Sandy fulfilled the process.

DIX

- Provided instructions to Deborah regarding a salary adjustment for an IT position.
- Requested follow-up information regarding OTA and PTA for the purpose of conducting labor market surveys.
- Notified Deborah that food services/housekeeping personnel could be given a temp in-range based on labor market.
- Notified Deborah that OTA/PTA 5% in-ranges were allowable based on job-growth.

Murdoch

- Conducted follow-up with Robin regarding a request for to reall a Rehab Therapy Asst to a TRS I.
- Paula and Belinda consulted and approved additional delegation of authority for the following:
 - 1) Community Production Specialist I,
 - 2) Community Production Specialist II,
 - 3) Maintenance Mechanic II, and
 - 4) Processing Assistant V.
- Provided consultation to Robin regarding the qualification of a candidate for Warehouse Manager II.
- Provided consultation to Robin regarding the qualifications of 2 candidates for rehab therapists.

NCSCC

- Provided consultation to Doris regarding Medical Record Manager IIIs, sg 70, schematic code 03256, in DHHS and its relationship to a specific position's equity, reporting relationship, and role.

Riddle Dev Ctr

- Discussed Riddle's intention to establish 3 timekeepers, with Susan. Discussed the role of the mail clerk and the possibility of giving the incumbent an in-range for the responsibility of e-procurement.
- Provided consultation to Susan regarding the qualifications of a candidate for the position of MRHC.
- Discussed the possibility of asking for a new-hire salary exception for a FIPP Coordinator of 20%. PhD. Candidate. (BS)
- Called Nancy Hunter to ask that she contact Grace Hospital to solicit information about shift differential pay for weekend/days.
- Discussed, with Susan, the okay to give the SMR to one Acct Tech with a June 1st effective date.
- Discussed the possibility of studying FIPP Coordinators and placing this class into the Social Research careerband.

MISC.

- Conducted Impact Assessment for Time with Mike and Elaine 5/21 Attended a Beacon Reporting Workshop Kickoff.
- Revised competency assessment profile for B & T Applications Specialist.
- Turned in project tracking sheets for Central Office.
- Collected survey data from Classification and Compensation Survey to be presented back with action steps to HR Managers and Analysts in June.
- Drafted memo to disseminate to field to remind of H.B. 613 requirements. H.B. 613, Recreational Therapy licensure requirement reminders were disseminated to the facilities in writing and verbally.

- Called Wake Med, Rex Hosp, and Duke Hosp to solicit information as to how these entities pay allied health occupations and support positions weekend/day shift differential pay.
- Participated in BEACON Communication meeting.
- Wrote abbreviated specifications for the rehab therapist series.
- Completed the draft training and education patterns for the MH/DD/SAS executive series.
- Completed radiologic/sonographic study.
- Wrote abbreviated specifications and t&es for radiologic and sonographic series.
- Prepared and sent to OSP classification spec for the Purchasing Tech.

T-Grade Projects:

- Submitted new class specifications new Foreign Language Interpreter I (60) and Foreign Language Interpreter II (63) to OSP May 25th.
- Submitted new class specifications for Mental Health Program Consultant, Coordinator, Manager I, Manager II, Program Administrator I and Administrator II to OSP May 11th.
- Submitted new class specifications for Public Health Epidemiologist I, II and Program Manager to OSP May 11th.
- Submitted updated job description for Director of State Economic Opportunity to OSP May 14th. Put on hold until executive statewide study.
- Consulted with OSP on the county's salary administration, recruitment and hiring processes. Prepared summary document for staff meeting.
- Completed spreadsheet indicating occupational categories of positions to be abolished for Aleta Mills in the Budget Office.

BEACON

- 5/2 OES Meeting with Beacon
- Completed BEACON Impact Assessment process.
- Attended BEACON Role Mapping process workshop May 24th.
- Set up project plan to complete the Role Mapping Process. Completion on schedule for projected due date of Friday, 6/15.
- Attended Impact Assessment Workshop on May, 4th.
- Co-facilitated sessions to review Impact Assessment on: Personnel Administration May 11th, Benefits Administration May 9th, Time Management on May 17th and Organizational Management- May 22nd. Coordinated input from Aleta Mills in the Budget Office.
- Attended Core Group Meeting on May 17th.
- Attended Reporting Workshop on May 21st.
- Attended Deployment Team meeting May 24th

CAREER BANDING

- ❖ Sent out Survey for Career Banding due 6/4/07. 217 total responses collected. Survey data will be reviewed by Career Banding Implementation Team in June.

EXCEPTIONS

- Obtained 4% salary exception for Habilitation Specialist III applicant.
- Obtained 12% salary exception for Habilitation Specialist III applicant.
- Obtained 12.5% salary exception for a Clinical Pharmacist at DIX.
- Obtained 2.68% salary exception for a Physician III-B at Cherry.

TRAINING

- 5/30 Timekeeping meeting at Cherry Hospital with DON, Clinical Director, Timekeeping, Payroll and HR
- 5/15 Timekeeping training at Public Health 5/17
- Conducted Performance Management for Supervisors. No further action needed.
- Attended Special Pay Policies workshop.
- Attended Merit-Based Hiring Training on May 10th.
- Attended Timekeeping Training offered for Public Health May 15th.
- Attended OSP's Special Pay Policies class on May 16th.

Processing of Classification Actions

14 actions completed (as requested)

10 pending actions

Avg. # of days to complete an action = 10 days

Personal Service Contracts Reviewed = 6

Salary Exceptions = 4

Sandy review/APUed 856 forms. Approved and sent 147 forms to OSP